



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Division of Vocational State Planning and Operations, State Office Building Atlanta, Georgia 30334	Application Number 81-69	
Application Number		Date Received 1-23-81	Date Completed JAN 30 1981
2. Person to Contact Eugene Clear		Working Title Property Control Officer	Telephone Number 656-3435
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1968 To Present		5. Records Series Title (followed by title used in office, if different) Vocational Equipment Inventory Computer Report Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Inventory Control Unit is responsible for maintaining and monitoring all data entered into the Statewide Vocational Equipment Inventory Control Computer System, as part of the Vocational Education Management Information System.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining an inventory of all equipment (valued at \$100 or more) purchased by school systems, area technical-vocational schools and junior colleges for vocational education programs. Included are: "Vocational Equipment Inventory" (INV PROG/ANNL 001.W), containing an annual Statewide inventory listing; and "Vocational Equipment Inventory Additions Report" (INV PROG/ADDS .001.W) containing quarterly additions to the Statewide annual inventory listing.			
File is arranged: Chronologically by quarter and fiscal year; thereunder by school system; thereunder by school; thereunder by taxonomy code.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>seldom</u> ; twenty-five months and older <u>seldom</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>3/4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? MIS Data Center, Waycross, Georgia.
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Annual Inventory Listing
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? MIS Data Center in Waycross, Georgia; Local School Systems; Marietta Regional Center
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? File is computer printout.

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See Below* then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

*Quarterly Vocational Equipment Inventory Additions Report - Hold in current files area until annual report has been received and verified; then destroy.

Annual Vocational Equipment Inventory Reports - Hold in current files area until next annual report has been received and verified; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature) <i>EWC</i> <i>H. G. Lawrence</i>	Date 1-23-81	Records Management Officer (Signature) <i>Walton L. Baumgardner</i>	Date 1-23-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>[Signature]</i>	1-29-81
		Secretary of State/Designee <i>Cayle Hart</i>	1-27-81
		Attorney General/Designee <i>[Signature]</i>	1-29-81